

THE INSPECTOR GENERAL OF THE AIR FORCE

MAY - JUNE 2002

Frequent Flyer Miles

Travelers can now keep them — usually

New IG Instruction

New emphasis on mission, compliance

Drugs, Alcohol

Inspection Agency surveys medical programs

PLUS

Best Practices • Audits

Management Reviews • Crime



MAY - JUNE 2002

THE INSPECTOR GENERAL BRIEF

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From the TOP



Readiness inspections continue during the global war on terrorism

s I travel to our Air
Force installations in
and out of CONUS, I
see our MAJCOM IG teams
doing a great job in conducting
Operational Readiness
Inspections and observing realworld tests of our capabilities.

Often people ask me: "Why are we doing these when we are at elevated Force Protection conditions and at such a high OPSTEMPO?"

The answer I give them is straightforward: We do it for the very reason we conduct readiness inspections in the first place—to help commanders and their people assess readiness to accomplish their assigned missions. IG teams focus on performance and in that process identify strengths, weaknesses or vulnerabilities,

and support, training or equipment shortfalls that impact mission performance.

Most commanders I have talked to feel strongly that these inspections are vital in assessing where they need to place additional focus. Finding out that you have significant problems in any readiness area in an IG scenario is far better than discovering them in a real-world operation where those problems could mean not only mission degradation or failure, but also loss of life or equipment.

The war on terrorism will take considerable time—years we anticipate at this time. Our IG teams will continue to be key in helping assure that all our Air Force units remain ready across the spectrum of air and space operations.



RAYMOND P. HUOT Lieutenant General, USAF The Inspector General

IMAGERY THIS ISSUE

Cover: Staff Sgt. Greg "Cactus" Davis (F-16 cockpit)

Page 2: Khandahar Airport by Capt. Charles Grow

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Page 23: U.S. Air Force Museum, Wright-Patterson AFB, Ohio

(X-15, Minuteman III and F-105)

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Cover: Image by Mr. John Clendenin, based on a photo by Staff Sgt. Greg "Cactus" Davis



ANG: Noble Eagles fighting

Brig. Gen. David A. Brubaker Deputy Director Air National Guard

t was Sept. 11 that marked time for these and all subsequent generations of Americans. The world stood still — but not the Air National Guard — nor our brothers and sisters in the Air Force and Air Force Reserve, and the countless thousands of other citizens who immediately responded to deter an unseen enemy from further assaults and destruction.

The volunteer spirit that answered the emergency bell to fire the first "shots heard around the world" on Lexington Commons in April 1775 — rapidly responded to the "shock heard round the world" on Sept. 11 during the brutal attacks in New York, Washington D.C., and Pennsylvania. While life changed forever on that tragic day, your Air National Guard remains steadfast and reliable — even after nearly six months in 24/7 operations fighting alongside our Total Force partners in a war on three fronts.

With growing mobilization authority, the Air National Guard currently provides more than 25,000 men and women to Operation Noble Eagle, Operation Enduring Freedom and Aerospace Expeditionary Force (AEF). Today those numbers include nearly 7,000 volunteers, 17,000 mobilized men and women, a sustained 1,300 AEF participants as well as over 21,000 full-time technicians and 11,000 Active Guard Reserve (AGRs). We will continue these contributions for the unforeseen future.

To put the Air National Guard's current participation in perspective, during Desert Storm we activated nearly 16,000 Air Guard men and women. In Bosnia, our contribution was close to 8,000 and in Kosovo 4,000. We have, in six short months, already doubled our Desert Storm peak and tripled or better our numbers from the other remaining major conflicts or wars of the last decade alone. The nature and timing of this war put the Air National Guard in a very unique and positive leadership posi-



tion, demonstrating to the world the value of the citizen airmen in a nation's ability to prosecute a war far from its shores while protecting our country at home.

Today, our nation contemplates fundamental changes or shifts in the way we continue to "ensure domestic tranquility" and "provide for the com-

mon defense." The hand we've been dealt for our future security environment cries out for greater involvement in war, contingencies, transnational threats, terrorism and humanitarian operations. With the help of many, including our Air Force leadership, we've ensured a relevant and accessible Air National Guard over the last decade. Since 1990, our contributions to sustained Total Force operations have increased 1,000 percent.

At 0830 on Sept. 11, the Air National Guard was actively serving abroad with over 4,000 people already deployed in support of CINC or service requirements. We had 1,204 people deployed on an AEF — representing 59 different Wings across six different weapon systems for a total of 158 aircraft. At 0845, with the launch of two Air National Guard units, we became what we've always inherently been — dual missioned.

An example of this dual mission capability can be described in the heroic Air Guard spirit found in Maj. Chris Hardej, a traditional Guard pilot with the 106th Rescue Wing and a senior transportation analyst with the New York State Department of Transportation. On Sept. 11, he was working on the 87th floor of the World Trade Center in Tower One. Major Hardej was sitting by his window on the north side of the building just 100 feet below the initial impact of the first airplane. He drew upon his military experience to evacuate himself and several of his co-workers from the 82nd floor — which took over an hour and 10 minutes. He was in the concourse of the first tower as it came down but continued to push himself and others to find a way out of the dark.

He never gave up. Two days after this experience he was airborne on a mission for the Air National Guard in Operation Noble Eagle. Fifteen days later, he deployed on an extended AEF rotation in support of Operation Southern Watch. According to Major Hardej: "You can't keep a Guardsman at home."

At the urgent request of the National Command

for Enduring Freedom

Authority, the first aircraft that scrambled in the skies above the National Capitol were Air National Guard F-16 Block 30s returning from an AEF training mission armed with "Litening II" pods. These precision guided munitions (PGMs) pods proved invaluable to effective visual ID in combat air patrols (CAP) and Enduring Freedom missions, where, combined with Situation Awareness Data Link

(SADL), these ANG Block 30s have been the critical transformational capability to special operations forces on the ground in Afghanistan.

Within hours, 18 Air National Guard tanker wings were generated; 34 fighter wings were ready with 15 already flying, and 179 missions were flown in the first day. The Air National Guard is still there side-by-side with the active-duty Air Force, Air Force Reserve, Marines, Navy Reserve and others.

"Lou" and "Honey" of the 119th Fighter Wing were two of the first Air National Guard pilots to be dispatched on a CAP mission. As they flew over the Pentagon, they saw a "big smoking hole" and passed with heavy hearts above the wreckage.

Unbeknownst to them at the time, the President of the United States had already authorized the shoot-down of United Flight 93. As it turned out, the aircraft crashed in Pennsylvania when brave passengers attempted to overcome the hijackers. During interviews, one of these pilots expressed a personal debt to the persons who died on United Flight 93, saying: "They were the real heroes that day." As a commercial airline pilot himself, he understood fully the personal sacrifice made by the crew and passengers on United Flight 93.



In addition to our Noble Eagle participation, Air National Guard EC-130's have provided the nation's Commando Solo support in Operation Enduring Freedom. Other critical Air National Guard forces are currently employed in these operations against the war on terrorism. Over 90 percent of our 5,300 security forces are mobilized with an additional 800 on MPA days. By the end of March, 46 percent of these Security Forces will be forward deployed OCONUS.

All four Air National Guard intelligence squadrons were mobilized early along with GTACs and Air Operations Groups. In addition, our Air Guard tankers are the critical enablers of the tactical fighter and bomber sorties that forced the Taliban and its supporters to retreat from major strongholds in Afghanistan. The air war over Afghanistan is directly impacted by the efforts of our dedicated Total Force air refueling units.

By January 2002, the Air National Guard had supported nearly 75 percent of all Operation Noble Eagle CAPs, including 24 percent of AEF fighters and a classified level of Operation Enduring Freedom (OEF) fighters. Air National Guard tankers contributed 60 percent of ONE refueling taskings; nearly half of the OEF Air Force requirements; while still sustaining over 37 percent of all AEF refueling. Our C-130 fleet conducts over half of ONE tactical lift requirements, while contributing 42 percent to OEF taskings, as well as three quarters of all AEF taskings.

By the end of February 2002, Air National Guard Fighters on all three fronts had logged nearly 30,000 flying hours in almost 9,000 sor-

ties. At first, Air National Guard fighters covered nearly 90 percent of the ONE tasking, but this is expected to normalize to 50 - 60 percent with the addition of increases in active-duty Air Force participation along with other service support and the potential refocus on alert capability to meet some of this requirement.

Providentially, we were better positioned for our response on Sept. 11 because of our Quadrennial Defense Review deliberations last winter and spring. Our objectives then proved accurate in September. Air National Guard homeland security capability is derived from our wartime taskings, training, skills and equipment. Combine this with our position and experience within the local communities to provide the "dualmissioned" role that brings a powerful weapon to America's arsenal.

We are more relevant to the fight than ever before in our history. Our transformational systems and processes to find and acquire effective capabilities proved invaluable in post-Sept.11 CAP as well as in combat operations in Afghanistan.

We will remain an indelible part of American military character as an expeditionary force, domestic guardian and caring neighbor — protecting the United States of America — at home and abroad. ◆



The Air Force Inspection Agency, as the primary action arm of the SECAF inspection system, provides assessments of mission capability, health care and resource management to SAF/IG, SECAF, CSAF and MAJCOM/CCs. These reviews are called *Eagle Looks* and each culminates with an extensive written report as well as an executive briefing to key major command, Air Staff and Secretariat leadership.

Below are abstracts of the most recent Eagle Looks. For more information or copies of the reports, contact the Eagle Look team chief at the telephone number or e-mail address at the end of each abstract.

<u>Post Award Risk Management (PARM)</u> in Weapon System Acquisitions (WSA)

The team assessed ...

... the execution of risk management plans and processes during the system development and demonstration (SDD) phase of Air Force acquisition programs. The team gathered data primarily through face-to-face interviews with system program directors (SPDs) and their personnel from 20 of the 25 Air Force acquisition programs reported to be in SDD. These programs were spread across the three acquisition category (ACAT) levels and the four major product areas: aerospace; air armaments; command, control, communications, computers and information (C4I); and space and missiles. In addition, interviews were conducted with the Headquarters Air Force Materiel Command staff, program executive officers, designated acquisition commanders, and contractor personnel from 12 of the 20 programs. A total of 205 people participated in the interviews.

The team found ...

... Air Force SDD programs are actively executing risk management in accordance with current Department of Defense and Air Force policy and guidance. No significant shortcomings in this activity were noted for any of the organizations interviewed. This finding holds for SDD programs of any ACAT level and in any product area.

However, the team observed ...

... that opportunities to share lessons learned and improve processes were lost by program offices and contractors due to a lack of awareness of the tailored approaches and techniques being utilized by their contemporaries within the acquisition community.

Look forward to ...

... forums to facilitate risk management lessons learned, successful techniques, and the general sharing of information on the practice of risk management.

Want to know more? Contact the team chief, Lt. Col. Ed Hartman, DSN 246-5689, edward.hartman@kafb.saia.af.mil.

Facility Investment Metric (FIM) Program

The team assessed ...

... the effectiveness of the impact ratings process within the FIM Program to determine whether critical projects were accurately identified. Data was collected via interviews with more than 325 personnel at all major commands and the Air National Guard, as well as installation wing and support group leadership, civil engineer staff, Facilities Board members, and others at 29 bases. The team also reviewed the critical impact rating for 44 projects at the installations visited. This Eagle Look was conducted at the request of the Air Force Civil Engineer (AF/ILE).

The team found ...

... that policy and guidance did not ensure accurate and consistent application of critical impact ratings in the FIM Program. Policy and guidance were non-directive and dated. In addition, less than fully effective program management hindered the FIM critical impact rating process. These deficiencies created confusion and various interpretations of program guidance. As a result, critical impact ratings were not accurately and consistently applied. However, action has been taken to address the recommendations made by the team.

Look forward to ...

- ... the new FIM Directive, Sept. 26, 2001 (contains more thorough guidance, case studies, etc.)
- ... the new Commander's Guide to FIM, Oct 1, 2001.
- ... the new FIM Data Tool User Guide, Oct. 1, 2001.
- ... interim change to Air Force Instruction 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair and Construction Projects*, Sept. 25, 2001 (incorporates Sustainment, Restoration & Modernization terminology, examples, etc.)
- ... updated information incorporated into Air Force Institute of Technology courses related to FIM.

Want to know more? Contact the team chief, Lt. Col. Norman Schaefer, DSN 246-1846, norman.schaefer@kafb.saia.af.mil.

6 TIG BRIEF MAY - JUNE 2002

IN Brief

SECAF:

AF focused on transformation

By Staff Sgt. A. J. Bosker

The Air Force continues to focus on transformation to meet the demands and threats of the 21st century, the service's top civilian told Congress during a hearing on the proposed fiscal 2003 budget.

"We have been afforded numerous opportunities to implement and validate significant changes in the concepts of military operations and in the conduct of war," said Secretary of the Air Force Dr. James G. Roche in his opening statement before the Senate Armed Services Committee.

"For the first time in the history of warfare, the entire ground operation in land-locked Afghanistan — infiltration, exfiltration, sustainment of supplies and support equipment — has been accomplished solely by air.

"Operation Enduring Freedom has demanded over 14,000 sorties, some of which have broken records in mission range, hours flown and combat reconnaissance," the secretary said.

Secretary Roche also said tanker support to joint operations, which number more than 6,000 sorties, mobility demands and humanitarian tonnage delivered have all been unprecedented.

"We have encouraged and

exploited the rapid advancement and employment of innovative technologies and have taken significant action to implement the findings of the Space Commission in our new role as the executive agent for space," he said.

Enlisted PME policy changes

A complete review of enlisted professional military education has brought about some new policy changes, effective immediately.

One change is the retainability requirement to attend PME. The 12-month requirement was reduced to six months.

The policy of disenrolling students who exceed weight and body fat standards was discontinued. Verification of weight and body fat will take place no earlier than 30 days prior to the class start date and will no longer take place upon arrival to a course.

If PME is declined, NCOs must retire upon reaching 20 years of service or on the first day of the seventh month following their declination, whichever is later. People who decline PME are ineligible for promotion and re-enlistment. People are also ineligible to participate in the high-year-of-tenure extension program.

AAFES recovers shoplifting losses

A Civil Recovery Program to pursue the actual loss of merchandise taken plus a flat rate administrative cost on every shoplifting incident has been started by the Army and Air Force Exchange Service.

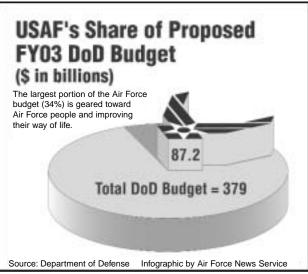
If shoplifted merchandise is not returned to the store, or is returned but cannot be sold, AAFES will demand the full retail value of the merchandise.

If it is recovered in damaged condition but still salable, AAFES will demand the difference between the full retail value and the reduced sale value. The administrative cost will be \$200. Military sponsors are responsible for their family members who shoplift, and will be liable to AAFES for damages

and costs.

The manager of the AAFES facility where the shoplifting occurred will send two demand letters for money damages. If the debt remains unpaid for 30 days, the store manager will notify the unit commander of the debt.

The military sponsor's check-cashing and Military Star card privileges will also be suspended until the debt is either paid or waived. The Civil Recovery Program is separate from any criminal prosecution or disciplinary action. ◆





Recent AUDITS

Mr. Jerry Adams AFAA/DOO DSN 426-8013

NAF Background Checks

Services division personnel at one location did not maintain completed nonappropriated fund (NAF) background check documentation or validate completed background checks.

For example, official personnel folders for seven of 30 (23 percent) sampled employees did not contain documentation to support completion of required background checks. Also, services security personnel did not validate security clearances of NAF employees to an access verification roster.

Further, a security clearance database did not include information for 22 of 30 (73 percent) sampled employees. In addition, services and security forces personnel did not take effective action to initiate or follow up on background checks for 24 of 42 (57 percent) sampled employees assigned to a trusted position, (for example, managers or fund custodians).

Finally, services personnel did not always appropriately identify job positions as posi-

tions of trust for 15 of 25 (60 percent) sampled positions.

Management took immediate action to resolve all problem areas.

F2002-0008-EM0000

Range Ground Fuel Taxes

A recent review of range ground fuel taxes paid at one location identified over \$703,000 of potential savings through state tax refunds.

Generally, purchases made by the federal government are immune from state and local taxation.

Although exempt from state excise taxes on diesel fuel purchases, the Air Force paid the taxes on diesel fuel purchased for the base range and did not apply for refunds.

Processing state tax refunds for the last three years of fuel purchases will generate over \$703,000 in savings. In addition, the Air Force can save an estimated \$1.4 million in state excise taxes over the next six years by purchasing tax-exempt diesel fuel.

F2002-0005-WN0000

Readiness Spares Packages

A review of readiness spares packages (RSP) at one major command location determined that opportunities existed to improve the processes used to identify accurate and supportable requirements.

For example, managers could have used the automated requirements computation system to more accurately compute certain RSP requirements for MC-130 and AC-130 aircraft.

Manual calculations for other RSP requirements were either inaccurate and unsupportable or based on inconsistent methodology. In addition, the rationale for using manually estimated requirements was not documented.

As a result, budgeted spares requirements were overstated by approximately \$731,000.

During the audit, management personnel took corrective actions to increase reliance on the automated computation system and to increase the accuracy and supportability of manual calculations.

F2002-0003-DE0000

The Air Force Audit Agency (AFAA) provides professional and independent internal audit service to all levels of Air Force management. The reports summarized here discuss ways to improve the economy, effectiveness and efficiency of installation-level operations and, therefore, may be useful to you. Air Force offi-

cials may request copies of these reports and a listing of recently published reports by contacting Mr. Jerry Adams at DSN 426-8013; e-mailing reports@pentagon.af.mil; writing HQ AFAA/DOO, 1125 Air Force Pentagon, Washington DC 20330-1125; or accessing the AFAA home page at http://www.afaa.hq.af.mil.



CRIME

in the Air Force

AFOSI/PA DSN 857-0989

Homeland Security

OSI has detailed an agent to the new Air Force Directorate of Homeland Security, designated AF/XOH. The directorate falls under the deputy chief of staff for air and space operations and focuses on crafting policy, guidance and operational expertise for homeland defense and military support of civil authorities, the two pillars of homeland security. The agent will help create and manage the transformation of homeland security doctrine.

Drug Dealer

OSI agents at Barksdale Air Force Base, La., worked with state, local and federal agencies to bring a drug-dealing senior airman to justice.

After months of effort without progress, a search of the U.S. Customs database, using the airman's wife's maiden name, turned up an incident where he and his wife were stopped and fined in 1999 at the Mexican border for smuggling steroids. It was the tip of the iceberg.

OSI and civilian agencies found a distribution ring spanning most of Louisiana and over to Dallas.

Then the airman tested posi-

tive for cocaine and ecstasy in a random urinalysis.

Instead of hauling the airman into his commander's office and starting disciplinary action, the agents, with the cooperation of the airman's commander, held on to the information as their trump card.

On the day of the airman's final out-processing appointment, OSI apprehended him as he was getting into his vehicle. A search revealed two semi-automatic weapons, \$11,300 in cash, a bottle of steroids and nearly 200 pills believed to be ecstasy.

After six weeks in pretrial confinement, the airman escaped into Mexico. He was discovered in Nuevo Laredo, Mexico, and arrested with his wife crossing back into America.

He pleaded guilty to all charges, admitting to distributing more than 10,000 ecstasy pills and approximately 20 ounces of cocaine and crystal methamphetamine.

A military judge sentenced the airman to 12 years in Leavenworth Federal Penitentiary, a dishonorable discharge and reduction to airman basic.

The case also resulted in three civilians, including his wife, pleading guilty to federal charges

of aiding in the airman's escape. Two active-duty airmen face various military charges, and four civilians face state drug charges.

New Database to Solve Cases

I2MS, the Investigative Information Management System, is replacing CACTIS, the Crime and Counterintelligence, Terrorism Information System, as OSI's investigative database. I2MS improves on CACTIS with technological wherewithal not possible when CACTIS was introduced in 1992. I2MS integrates first- and second-level associations, word processing, e-mail, and electronic indexing and filing.

I2MS is not a mere information-management tool for managers. It can make first- and second-level associations, allowing agents to make connections across cases and activities worldwide. In time, the system will actually solve cases, making connections that agents could never make on their own.

OSI-wide implementation is expected to be completed by the end of June. ◆
Mai Mike Richmond and Tech

Maj. Mike Richmond *and* Tech. Sgt. Carolyn Collins *contributed to this page*.

The Air Force Office of Special Investigations investigates all types of crime perpetrated against the government. AFOSI helps ensure the integrity of the Air Force acquisition process. Investigations typically involve contractor misrepresentation during the process of procuring major Air Force weapon systems. OSI's focus is to maintain an effective fighting force by deterring contractors from providing substandard prod-

ucts and services, and to recover government funds obtained fraudulently. We also make significant contributions to flight safety and help protect critical Air Force resources. Other types of fraud OSI investigates involve military and civilian members who have been caught cheating the Air Force. Mutual command and OSI support, coupled with teamwork, is essential for successful prevention, detection and neutralization of crime.



ir Force Instruction 90-201, *Inspector General Activities*, underwent major modifications in December. This article highlights those changes which primarily affect the areas of compliance and readiness.

The IG instruction provides Air Force-wide guidance and procedures for inspection and nuclear surety programs. The dynamic nature of the Air Force requires the inspection world to continually revamp its processes. As the inspection business changes, its operating procedures must also change.

Compliance inspections (CIs) have long been a focus of the IG.

During the past year, the Inspections Directorate of the Air Force Inspector General (SAF/IGI) conducted extensive coordination with the major commands and the Air Staff to determine which Air Forcewide areas should be examined during CIs. The new AFI establishes those requirements.

Attachment 6 of the instruction now contains a list of Common Core Compliance Areas (CCCAs) broken into By-Law Requirements and Mission Areas. By definition, a Common Core Compliance Area is one which applies across the Air Force and which is important enough that commanders need independent, objective scrutiny from their MAJCOM IGs.

The by-law list has been reduced from the previous nine requirements to five areas that must be inspected during a CI.

The mission list is entirely new to 90-201 and represents those key processes that directly influence the effective and efficient accomplishment of the Air Force mission.

It is important to note that these CCCAs represent a minimum list and should be supplemented by each of the major commands, as required.

Compliance inspection guidance in chapter two of the instruction has also been expanded. Optimum frequency of Air Force CIs is determined by each MAJCOM, but the new AFI sets "an outer boundary of no more than sixty months (i.e., four AEF cycles) between unit compliance inspections." In addition, threetier grading is suggested as "sufficient to assure adequate oversight of each of the CCCAs," but each MAJCOM will determine the grading scale that works best.

The Operational Readiness Inspection (ORI) section of the latest AFI 90-201 also looks different. Although the appearance of the section has changed, the content is more or less the same.

The organization of the ORI guidance has been combined and streamlined and is now easier to understand. "Common Core Criteria (CCC)" is now renamed "Common Core Readiness Criteria (CCRC)" and has been moved to the ORI section of Chapter 2. The criteria are still the same (threat,

safety, security, communications and information, and training) and their use remains basically unchanged—overarching readiness criteria that all MAJCOM IGs should apply to each area of their respective ORIs.

Finally, guidance for the Air Force Special Interest Item (SII) program has been enhanced and reorganized. Potential sponsors of AF SIIs will now find more comprehensive yet simplified information regarding the entire SII process.

The inspection business should be dynamic and so should the policy which guides it. The updates to AFI 90-201 in compliance and readiness reflect the continuous transformation taking place throughout our ever-changing Air Force.

MISSION AREAS

Among the many major modifications of AFI 90-201 is the mission list. It represents those key offices and processes that directly influence mission accomplishment.

- Transportation
- Supply
- Contracting
- Munitions (Non-nuclear)
- Civil Engineer
- Communications and Information
- Disaster Response (Civil Engineer, Security Forces, Communications, Public Affairs, Services, etc.)
- Plans and Programs
- Safety
- Occupational Health
- Installation Security
- Services
- Financial Management
- Personnel
- Aircrew Protection





LESSONS BEST PRACTICES

from the Field

Orientation program develops big picture at Altus

A big picture orientation program has been developed for C-17 Globemaster III dedicated crew chiefs at Altus AFB, Okla's 97th Air Mobility Wing. The dedicated crew chief orientation program consists of touring other agencies, such as supply, air traffic control and the simulators operated by flight safety, on the part they play in sortie production.

In addition, the program consists of attending daily squadron and logistics group production meetings as well as an operations scheduling meeting.

This familiarization leads to improved production and performance on the part of the maintainers. By educating the maintenance technicians on the entire process required to produce a sortie, they build a greater respect and camaraderie for others on the base and their efforts that go into getting a C-17 off the ground.

> 2nd Lt. Erick Stengel DSN 866-5785 erick.stengel@altus.af.mil



reject rates by 90 percent

The 325th Contracting Squadron has introduced a unique routing of purchase requests in the Automated Business Services System, cutting reject rates by 90 percent.

The Tyndall AFB squadron has added a contracting coordination step called PK Coordinator between unit resource advisors and the base budget office. During the coordination step, the squadron reviews purchase requests to ensure all the information is correct, sufficient and that required approvals have been obtained.

The PK Coordinator then routes the requirement to contracting systems personnel so they can load appropriate stock numbers.

> Ms. Melissa Mullinax DSN 523-8644 melissa.mullinax@tyndall.af.mil





ROTC cadets develop unit operations plan

The cadets of Air Force Reserve Officer Training Corps Detachment 355 at Boston University develop their unit's operations plan for each semester.

The detachment develops thorough and innovative plans for the semester that successfully answer the detachment's mission statement.

The effectiveness of the plan is measured in two ways.

Throughout the process, the cadets conduct a line-by-line review of their mission statement to ensure the o-plan meets all mission requirements.

Secondly, at the end of the semester, the cadets conduct a self-analysis determining how well they fulfilled their unit's established goals, and whether it was an accurate portrayal of their semester's accomplishments.

Detachment 355's operations plan development ensures all cadets in the program receive training in establishing unit goals and measuring their effectiveness.

> Ms. Valerie Johnston COMM 617-353-4705 vajohn@bu.edu

Eglin office keeps users up to date via newsletter

Always On Target, newsletter of the Air Armament Center's Precision Strike System Program Office, provides users in the field with the



fuses, launched decoys and the explosive hazard

reduction program. AAC is headquartered at Eglin AFB, Fla.

Always on Target also informs users on modifications and updates to equipment already in the field, keeping people safe as well as informed.

The newsletter can be found at https://wmnet.eglin.af.mil/wmg.

Ms. Nita Wilkinson nita.wilkinson@eglin.af.mil

At Sheppard, new arrivals become subject-matter experts

At the monthly newcomer's orientation, incoming personnel to Sheppard AFB, Texas, register with the Family Support Center's Relocation Program to act as subject matter experts for questions concerning their previous base.

Their name and former base are posted on the center's "People to People" board. Customers visiting the center seeking information on their new assignments are encouraged to stop by the board, take down the name and phone number of a

subject matter expert for their new assignment.

By using the People to People board, departing personnel and their families learn from those who have been there before. The board ensures military members arrive at their new duty stations more mission-ready with the ability to transition smoothly into their new assignment.

> Ms. Valerie Cook DSN 736-4358 valerie.cook@sheppard.af.mil





INSPECTION AGENCY NOW RESPONSIBLE FOR SURVEYING DRUG, ALCOHOL ABUSE PROGRAMS

of

Lt. Col. Patricia Moseley AFIA/SG

patricia.moseley@kafb.saia.af.mil

DSN 246-1517

he Air Force Inspection Agency is now responsible for surveying Drug and Alcohol Abuse Treatment and Prevention (ADAPT) programs at all Air Force medical treatment facilities (MTF).

Agreements between AFIA and JCAHO (the Joint Commission on Accreditation Healthcare Organizations) are designed to eliminate redundancy and reduce the inspection footprint in MTFs. Previously, AFIA and JCAHO both sur-

The agreements were finalized late last year by Col. Patricia C. Lewis, AFIA director of Medical Operations, and Mr. Joseph Capiello, JCAHO vice president for Accreditation Field Operations.

veyed the programs.

As of January 2002, AFIA medical inspectors apply JCAHO standards as well as criteria contained in the *Health Services Inspection (HSI) Guide*.

Under the agreements, AFIA surveys ADAPT programs and all findings are reviewed with the JCAHO team chief, who provides a score.

The agreements also put to rest a rumor that MTFs were being subjected to two standards, one set by AFIA, the other by JCAHO. While there was some overlap, that was never the case.

ADAPT continues to be part of the JCAHO

MTF-wide management of environment of care survey. AFIA reviews the ADAPT program managers' credentials, qualifications and training as well as Certified Alcohol and Drug Abuse Counselors' (CADAC) certification and training.

Here are frequently asked questions and answers concerning recent changes for ADAPT inspections.

The rest of this article also identifies the criteria used and provides some resources.

Have AFIA inspection criteria changed?

Yes. Revisions of the 2002 HSI
Guide, Operational Preventive
Standards, 7.1.5, 7.3.1. and
7.3.2 parallel changes in
Air Force Instruction 44121, Air Force Alcohol
and Drug Abuse
Prevention and
Treatment (ADAPT)
Program, (Sept. 26, 2001).

Updated criteria can be found on https://www-4afia.kirtland.af.mil (from .mil computers), medical opera-

tions, *HSI Guide* and OPS 7. Just download the new elements, protocol, document list and self-audit worksheets.

Remember: *The HSI Guide* is a tool for inspectors, not an AFI replacement. Using the self-audit worksheets as a self-inspection tool can provide only a sketch of compliance with the AFI.

What about changes in the JCAHO Standards?

The most current edition of the *Comprehensive Accreditation Manual for Behavioral Health*

Care (CAMBHC) or the Comprehensive Accreditation Manual for Hospitals (CAMH) will be used for inspections. The MTF's process improvement/quality assurance coordinator, who is the individual responsible for completing the application for the official JCAHO survey, can identify which manual applies. Generally, bedded MTFs use CAMH and non-bedded MTFs use CAMBHC.

Updated JCAHO standards are posted on the JCAHO website, http://www.jcaho.org. Please note: An MTF's criteria for screening physical pain, nutritional risk and early detection of life threatening behaviors need to be built into ADAPT assessments.

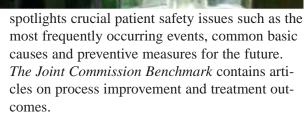
Other intake assessment areas are spiritual or religious orientation, level of commitment and observances, plus a patient's learning needs and related learning materials.

Medical inspectors look for documentation of screening for behavioral health components, trigger points that indicate a referral, the consultation results and, where needed, synthesis of the assessment and consultation findings into the treatment plan.

What about other resources for ADAPT program managers and staff?

By making
www.jcaho.org an
Internet bookmark,
several resources can
be quickly
accessed. Type I
Tips in the site's Joint
Commission Perspectives
discusses common program defi-

ciencies and problem areas. Sentinel Events Alerts (www.jcaho.org/ptsafety_frm.html)

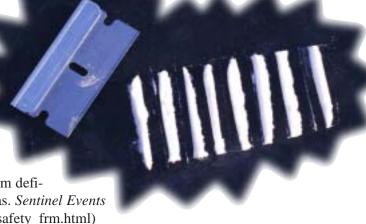


The National Clearinghouse for Alcohol and Drug Information (NCADI) has free educational materials. *TIPS* and *TAPS* articles are useful for staff development and training. For materials, call 1-800-729-6686.

If you have more questions, you can get the straight talk from the medical inspectors during their visits to your MTF. Or contact:

• Lt. Col. Patricia Moseley patricia.moseley@kafb.saia.af.mil *or*

• Lt. Col. Alan Doerman DSN 246-2605 allan.doerman@kafb.saia.af.mil. ◆



Frequent Flyer Miles

New rules allow official travelers to keep them, in most cases

Col. Gary Leonard USAFR HQ AFIA/JA gary.leonard@kafb.saia.af.mil

ver the years, one of the most difficult issues for federal workers traveling on official business has been "frequent flyer miles."

The rule has always been that "frequent flyer" miles, which were awarded as a result of flying on a ticket purchased with federal funds, were the property of the government and not the traveler. This usually resulted in neither party being able to use the credits because of the complexities of the airlines system,

which awarded them to



account, not a government account.

This rule for travel benefits, specifically for frequent flyer miles, was based on part of the overall rule that Federal Government employees were obligated to turn over to the government any gift, gratuity, or benefit received while performing official travel.

However the law in this area was changed by the Fiscal 2002 Department of Defense Authorization Act, which President Bush signed into law on Dec. 28, 2001.

The new rule, in accordance with this law, is that federal employees, including military members, and their families who receive promotional items as a result of traveling at government expense may keep the items for personal use if two standards are met. First the promotional item must be available to the general public under the same circumstances. Second the promotional item can be accepted at no additional cost to the government.

The term "promotional item" includes "frequent flyer " miles, as well as upgrades, and access to carrier clubs or other facilities of that nature. Importantly, this new policy applies to promotional items received *before*, on or after the date the Act was signed into law (Dec. 28, 2001). In other words, it is retroactive.

Thus, federal travelers can now accumulate and use mileage credits gained when traveling at government expense for personal travel. (See Joint Federal Travel Regulation (JFTR) U1200 and the Joint Travel Regulation (JTR) C1200at JFTR U1200 and JTR C1200 for more detailed information on these issues)

One area of the travel rules

that has *not* changed under the new law, however, is the area concerning voluntary and involuntary "bumping" from a flight. The benefits received from **voluntarily** giving up a seat on a flight may

be retained (as was true under the prior law), but benefits offered in conjunction with *involuntary* "bumping" may not be retained.

The basis of this distinction is that travelers who are involuntarily "bumped" remain in an "awaiting transportation" status and, therefore, are entitled to reimbursement from the government for all expenses resulting from the trip (including expenses generated by the delay).

Travelers who received reimbursement from the government and compensation from the airline for

the same flight delay would arguably benefit twice for performing the same duty.

Also, travelers may not voluntarily give up their seat in return for travel benefits if it would impact their government duties or result in additional cost to the government.

The rules in this area can be complicated.
Questions can be directed to your local Staff
Judge Advocate. Enjoy your frequent flyer miles!

Two strings attached

- Promotional items must be available to the general public.
- They can be accepted only if there's no additional cost to the government.

Bumping

- The rules have not changed.
- Benefits can be retained only for voluntary bumping.
- Involuntary bumping comes with no reward.

TIG Brief thanks Ms. Jane Love and Mr. Richard Peterson of Office of the Air Force Judge Advocate General for their contributions to this article.



TO A suggested checklist for new commanders over munitions activities

WAMMO WAMMO

Capt Brian E. Tolson ACC/IG brian.tolson@langley.af.mil

f you're a new group or squadron commander with a munitions activity in your chain of command, this article is for you.

A munitions activity comes either in the form of a munitions flight within an equipment maintenance squadron (EMS) or a maintenance squadron (MXS) or a totally separate munitions squadron (MUNS). In any case, you're responsible for many millions of dollars in ground and aerial munitions.

Leading a large munitions stockpile requires an understanding of three main areas: the UCML (unit committed munitions list), accountability, and munitions inspections and operations.

UCML

Have munitions flight brief you on the UCML, preferably in the munitions storage area itself. The UCML details what you own and are responsible to employ (based on the air tasking order) in time of conflict. Keep in mind your unit may also store and maintain a varied mix of munitions *not* on the UCML to support incoming and bed-down forces.

In conjunction with the UCML briefing, find out what constraints, such as pre- and post-build testing and quantity distance, are associated with munitions assembly operations for deployments and sustained sorties operations.

Understanding the UCML will

also highlight war reserve materiels assigned to your base. This is another complicated piece of the pie, especially when it comes to determining authorized use, use release authority level, and determinants of deploying with different types of munitions.

Familiarity with the UCML also leads to a better knowledge of what is required to be reported under the status of resources and training system (SORTS) program.

Build a working relationship with the senior weapons loader (specialty code 2W1X1, also known as the wing weapons manager), munitions, and DOW (operations group weapons section). You'll reap many dividends and avoid problems like running out of munitions four months before the end of the fiscal year.

ACCOUNTABILITY

In this era of heightened awareness of munitions accountability, you must be familiar with the munitions operations element and the responsibilities of the Munitions Accountable Systems Officer (MASO). Ask the MASO to step you through the entire munitions accountability process from forecasting to expenditure.

The backbones of accountability are the semiannual 100 percent and the monthly 10 percent inventories. See part 2 of Air Force Instruction 21-201, Management and Maintenance of Non-Nuclear

Munitions, dated Dec. 1, 2000, as well as command and base-level supplements for more detailed explanation of inventories.

Be sure to be shown the inventory timeline of account freezing, length of time to perform the inventory, and how soon afterward the account is reconciled, unfrozen and documented.

A common problem among munitions accounts is properly documenting and supporting inventory adjustment records. These are adjustments to auditable accountable records based on processing, keypunch, administrative errors, movement control problems, improper expenditure reporting and bonafide loss of assets. In all cases, adjustments must be properly documented and supported and in many cases a Report of Survey is required prior to processing adjustments.

Another accountability aspect to be familiar with is the assigned custody accounts. A custody account is a self-managed account in a unit that is supervised by the MASO. In this case, munitions are issued to the account and a non-munitions Air Force specialty code NCO is appointed to manage them. It is designed to allow quick access to munitions for day-to-day activities without traveling to the storage area daily to draw and return assets.

The MASO will provide each

commander with initial training and brief you annually. As a commander, you retain culpable responsibility for accounts under your command. If something is drastically wrong, you and your MASO may face criminal charges or other consequences.

Understanding your custody accounts will help when the MASO comes to you for assistance with one of your accounts or asks you to call another unit commander because they've been having problems the account custodian and MASO cannot rectify.

Culminate your visit to the storage area with a briefing of the yearly munitions forecast for your base. An understanding of how your forecast is built also illustrates the importance of accurate asset and expenditure tracking.

Accountability sounds like a catchall munitions concept, but with the proper emphasis, commander involvement, and knowledge of reporting and documentation requirements, your road should be relatively smooth.

INSPECTIONS AND OPERATIONS

The third major area of concern is the number and types of higher headquarters inspections your unit is subject to, as well as their cycles.

Inspections can range from the NSI (nuclear surety inspection), conducted on an 18-month cycle, to the Department of Defense Explosive Safety Board site inspections every five years.

People are paramount, so visit your AMMO community continually. You will soon notice that if the airplanes left the base, your munitions troops will still have a full-time job performing maintenance and inspection, warehousing to maximize use of available buildings and net explosive weight limitations, meeting compatibility requirements, as well as processing in and out bound shipments. Ask to be briefed on possible negative effects of poor work habits in a munitions storage area.

After a few visits to your muni-

tions storage area, you'll appreciate that "anything the Air Force does without munitions is of little military significance."

LEARN MORE ABOUT IT

The Air Force Combat Ammunition Center (AFCOMAC) at Beale AFB, Calif., offers a senior officer orientation course about wartime munitions work. Information can be found on the Beale AFB homepage:

https://wwwmil.beale.af.mil under "Units," then click on "9 LG," then on "9 MUNS." ◆

CHECKLIST FOR NEW COMMANDERS OVER MUNITIONS ACTIVITIES

 UCML Briefing (types of munitions, quantity on hand, build timeline).
 What is reported in SORTS?
 Constraints for building and testing munitions?
 Assigned War Reserve Materiel assets?
 DOW involvement with AMMO?
 MASO responsibilities?
 Local inventory process/timeline/documentation?
 How soon is the chain of command notified of a completed inventory?
 Assigned custody accounts: Which units have one? Any associated problems?
 Munitions forecast/allocation process?
 Higher headquarters inspection cycle, what happens if negative results?
 Infrastructure tour: Visit best and worst facilities.
 AMMO Chief and Wing Weapons Manager: How good is their working relationship?
 Weapons and AMMO (WAMMO) working groups?



IG PROfiles



Duty Title: Deputy Chief, Inspection Policy and Process Branch Organization: AMC/IG Air Force Specialty: C-130 Pilot Veteran of: 4 NSIs, 8 EORIs, 13 Readiness Assessment Team (RAT) visits, 5 SIOP Inspections Job Description: Supervises elite group of IG team members who provide standardization of the inspection process and implement process improvements. Authors command

guidance for EORIs, NSIs, SIOPs, and

UCIs in the form of AMC instructions

and pamphlets. Works directly with the

AMC staff to establish inspection criteria and resolve systemic issues. Team

Chief for group-level inspections. EORI, NSI, and SIOP inspector who writes and edits detailed formal reports for the AMC/CC. Lead briefer for all unit outbriefs to wing leadership.

Hometown: San Jose, Ca
Years in Air Force: 13.5 yrs
Volunteer Work: Estelle Kampmeyer Elementary School PTO, Estelle Kampmeyer Parental Action
Committee, A/TA Section 4
Representative, O'Fallon School District 90 Strategic Vision
Committee, Assistant youth soccer coach.

Duty Title: Chief, Scheduling and Resource Allocation Branch Organization: HQ AMC/IG Air Force Specialty: Former C-130 Navigator and HQ staff officer Veteran of: 22-plus years of inspecting, planning, and scheduling MAC and AMC inspections

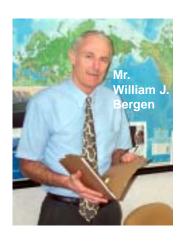
Job Description: Responsible for scheduling 84 AMC and AMC-gained AFRC and ANG units and over 5,400 unit type codes for Expeditionary Operational, Nuclear Surety, Single Integrated Operational Plan, En Route Readiness, and Unit Compliance Inspections. Additionally, manages the Command Gatekeeper and Compliance Inspection Item/Special Interest Item Program as well as being the IG OPR for Budget, Manpower, and Team Support.

Hometown: Westwood, Massachusetts

Years in Air Force: 22

Volunteer Work: American Diabetes

Association





20 TIG BRIEF MAY - JUNE 2002

Duty Title: Superintendent Aeromedical Evacuation Inspections and Plans

Organization: HQ AMC/IG Air Force Specialty: Aeromedical Evacuation Technician

Veteran of: 30 Expeditionary
Operational Readiness Inspections,
and Five Nuclear Surety Inspections
Job Description: Develops and manages inspection plans and scenarios to
evaluate wartime readiness of 84
aeromedical and medical unit type
codes (UTC) for over 140 AMC/AMC
gained ANG and AFRC units. Inspects
medical support for real-world operations, Nuclear Surety Inspections,
Chairman Joint Chiefs of Staff-direct-

ed exercises, and IG-generated
Exercises under the Expeditionary
Operational Readiness Inspection construct. Coordinates AMC medical
readiness criteria to establish the
scope/depth of command-wide readiness assessment. Interacts with military/civilian medical agencies/staff of
Theater CINCs, HQ USAF,
MAICOMS and HO AMC

MAJCOMs, and HQ AMC. **Hometown:** Pensacola, Fla.

Years in Air Force: 21

Volunteer Work: Teaching CPR to base populace. Sunday School director.

he Inspector General of the Air Force has announced the winners of the annual Flynn and Leaf Awards for outstanding achievement in the IG arena. Lt. Gen. Raymond P. Huot named the top teams for the Lt. Gen. John P. Flynn Awards and the top individuals for the Lt. Gen. Howard W. Leaf Awards. The honors are named after Air Force IGs who served in the 1970s.





Category: MAJCOM/NAF/DRU/FOA Winner: Air Force Personnel Center/IG

General Huot presents the Flynn Award to Col. Nancy Lee, AFPC IG.



Category: Wing/Installation Winner: 48th Fighter Wing/IG (USAFE)

Lt. Col. Jim Dickerson (right) and Senior Master Sgt. Lefford Fate accept the Flynn Award on behalf of the 48th FW from General Huot. This is the second straight win for 48th FW/IG

Nominees

Wing/Installation Level

97th Air Mobility Wing, Altus AFB, Okla. 377th Air Base Wing, Kirtland AFB, N.M. 99th Air Base Wing, Nellis AFB, Nev. 48th Fighter Wing, RAF Lakenheath, U. K. 60th Air Mobility Wing, Travis AFB, Calif. 30th Space Wing, Vandenberg AFB, Calif.

NAF/MAJCOM/FOA/DRU Level

9th Air Force, Shaw AFB, S.C. Air Force Personnel Center (AFPC/CCXI), Randolph AFB, Texas HQ Air Education and Training Command,

Randolph AFB, Texas

HO Air Force Materiel Command, Wright-Patterson AFB, Ohio HQ Air Force Reserve Command,

Robins AFB, Ga.

HQ Air Mobility Command, Scott AFB, Ill.

HQ U.S. Air Forces in Europe, Ramstein AB, Germany

Nominees

Enlisted/Civilian Equivalent

Master Sgt. Larry E. Bragg, Air Mobility Command

Senior Master Sgt. Steven R. Crawford, Air Force Materiel Command

Senior Master Sgt. William K. Daufen, Air Intelligence Agency

Master Sgt. David J. DeBates,

Pacific Air Forces

Master Sgt. Antonio G. Heredia, Air Education and Training Command

Master Sgt. John J. Mollick, Air Force Space Command

Senior Master Sgt. Donald C. Molner,

U.S. Air Forces in Europe

Master Sgt. Michael R. Wright, Air Force Special Operations Command Senior Master Sgt. Stephen P. Wyatt,

Air Combat Command

Officer/Civilian Equivalent

Maj. Jamie D. Allen, Air Combat Command Capt. Deborah L. Dickensheets,

Air Force Space Command

Maj. Lee A. Flint III, Pacific Air Forces

Lt. Col. Gary W. Hamilton,

Air Force Reserve Command

Maj. Peter S. Lawhead,

Air Mobility Command

Lt. Col. Philip P. Nardi,

Air Force Materiel Command Lt. Col. Kenneth M. Sharpless,

U.S. Air Forces in Europe

Maj. Kimberly L. Yoder,

Air Education and Training Command

WARDS



Master Sqt. David J. DeBates, PACAF



Capt. Deborah L. Dickensheets, AFSPC

ASK the IG

: Can the IG fire somebody?

A: No, the IG cannot fire somebody! The installation inspector general is a staff officer who reports directly to the installation commander. While the installation IG is the "eyes, ears, and conscience" of command, as a staff officer the installation IG has no command authority.

This concept of a separate full-time installation IG was implemented to remove any perceived conflict of interest, lack of independence, or apprehension by Air Force personnel as a result of the previous practice of assigning chain of command and IG roles to the same official. In fact, to sustain and facilitate a trustworthy relationship, the installation IG must be independent in both fact and appearance, so that judgments used in conducting inspections, evaluations, investigations and recommendations concerning corrective action will in fact be impartial as viewed by knowledgeable third parties.

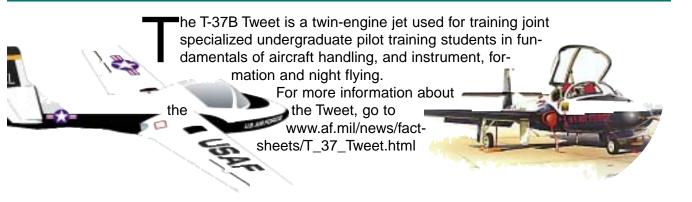
It is the IG's responsibility to function as the fact-finder, ombudsman and honest broker in the

resolution of complaints, while assisting commanders in the prevention, detection, and correction of waste, abuse, fraud and mismanagement. To fulfill their responsibilities, the installation IG is an integral member of the commander's staff and has full access to the commander. When the installation IG has investigated a matter, the findings are reported to the commander in a report of investigation (ROI). If allegations of wrongdoing are substantiated, it becomes the responsibility of the commander to determine and execute the appropriate corrective action.

The vast majority of Air Force leaders epitomize Air Force core values, serving as visible role models for their subordinates. When they conscientiously perform their duties, leaders achieve remarkable success in mentoring and motivating their subordinates. When wrongdoing is established, it is the responsibility of these trustworthy commanders to make the very difficult decisions concerning corrective action.

TIG Brief thanks Lt. Col. David Cather, SAF/IGQ, for coordinating this response.

TIG BIRD





In the January-February TIG Brief's IG Phone Book, this one flew under our radar:

Under Air Mobility Command:

HQ Defense Courier Service IG

Ft. George G. Meade MD DSN 622-5974/4306 Commercial (301) 677-5974/4306

HISTORY brief

On this date...

...In May

May 26, 1917: The first Reserve Aero Squadron was organized on Long Island, N.Y. as the first air reserve unit. May 20, 1951: Capt. James Jabara becomes the world's first jet ace, shooting down his fifth and sixth MiGs

in the Korean war.



May 15, 1963: Astronaut Maj L. Gordon Cooper Jr.

becomes the first American to orbit the earth for more than one day and the last pilot of the Project Mercury series.

May 13, 1968: Seven Air Force Reserve units are mobilized to support the Air Force during the Vietnam conflict.

May 5, 1970: Air Force Reserve Officer Training Corps expands to include women after test programs at Ohio State, Drake, East Carolina, and Auburn Universities prove successful.

May 25, 1984: A C-141

Starlifter transports the body of the unknown soldier of the Vietnam War for interment at Arlington National Cemetary.

May 6, 1994:

First Lt. Leslie DeAnn Crosby graduates from the Air National Guard's F-16 Fighting Falcon training course in Tucson, Ariz.,



June 2, 1949:

Gen. Henry H. Arnold is given the permanent rank of General of the Air Force.

June 27, 1958:

At Cape Canaveral the 556th Strategic Missile Squadron successfully completes the first military launching of the Snark intercontinental cruise missile.

June 29, 1965:

X-15 hypersonic pilot Capt Joe Engle becomes the 12th and youngest pilot to receive astronaut wings.

June 19, 1970: The first flight of the Minuteman III missiles becomes operational at Minot AFB, N.D.

> June 27, 1976: The first successful test flight of the Titan II ICBM equipped with a universal space guidance system takes place at Vandenberg

June 4, 1983: Hill AFB F-105

Thunderchiefs stage a final flyby to mark the phasing out of the last Air Force Reserve Thunderchief Squadron.

June 30, 1993: Wurtsmith AFB.

Mich., closes after being an active military installation since 1924.

June 26, 1994: A 60th

Military Airlift Wing C-5 Galaxy airlifts a 34-ton magnetic resonance

imaging system to Chernobyl, Ukraine, to help medical per-

sonnel treating victims of a 1986 nuclear accident.





... In June





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